



**Town of Arlington, Massachusetts**  
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## Minutes 11/01/2007

### Capital Planning Committee Meeting Minutes November 1, 2007

In attendance were:

Steve Andrew  
 Steve Gilligan  
 John FitzMaurice  
 Charles Foskett, Chairman  
 Nancy Galkowski  
 Ruth Lewis  
 Anthony Lionetta  
 Susan Mazzarella  
 Barbara Thornton\*

\* Denotes those not in attendance

1. **Initiate Meeting:** Charlie Foskett called the meeting to order. Nancy Galkowski distributed additional information to CPC Members, including various subcommittee reports, copies of email correspondence, and a report on Capital Plan prior year balances. A new request from IT for an email upgrade was also distributed. Minutes of the October 18 meeting were reviewed and accepted.
2. **Email Upgrade Request:** IT is requesting \$9,500 for an email system upgrade. This upgrade is needed to comply with governmental regulations for the 7 year retention of emails. This matter is being referred to the IT Committee and then will be reviewed by the CPC subcommittee.
3. **Security Systems:** Several departments (Treasurer, Selectmen and Schools) are requesting new security systems. There are conversations ongoing between Steve Mazzola, the Police Chief (Police Department has a new system) and Barbara Thornton, who has been asked to serve as the CPC liaison. The Town will likely ask security system companies to perform safety audits and provide quotes.
4. **Prior Year Requests:** The CPC reviewed the account status the Treasurer and the Schools items. Relative to the Treasurer's accounts, Steve Gilligan noted the following:
  - \$1,732 residual under Parking Meters can be swept.
  - Balances (about \$60k) for the Mail Machine / Postal Stuffing Machine are still needed. Evaluations are still being done on what vendor to use.

Susan Mazzarella reviewed Schools accounts. CPC comments are as follows:

- The \$1,553 residual for the Field Groomer can be swept.
- The \$23,823 residual for the Concession Stand can be swept, other than the cost of providing an electric meter. This saving is the result of Town forces constructing the building.
- The \$80,114 residual for the Blue Gym can be swept. Schools has made upgrades to the Red Gym, which is the primary facility. Further improvements the Blue Gym are not warranted at this time. The School Department may make a request for a new

scoreboard for the Red Gym.

- There are un-needed balances under the Dallin and Peirce Schools, including the Interest account. These are to be released, and either used to reduce the tax burden or (subject to Town review) assigned to the Thompson and Stratton School improvement programs. This amounts to nearly \$800,000.
- There is a balance of \$3,294 for Brackett, which can also be swept ( this to be verified).
- Susan will check on the status of the Parking lot resurfacing item.
- A decision was made not to sweep the \$16,330 for the Lowe Auditorium HVAC improvements.
- Relative to Stratton School and Thompson School funds, there was discuss that these funds need to be applied to improvements required to preserve the buildings. Decisions on what should be need to be made on engineering / facilities basis. Schools will submit a report on what is being done.

In addition, there is \$10,000 (FY95) under Assessors, which should be swept.

**5. Public Works Requests:** Steve Gilligan and Tony Lionetta reported on Public Works Requests. A written report was provided. Highlighted discussions/comments are as follows:

- Relative to unused prior year requests for consultant services for Cemetery Expansion and the Chapel, the Cemetery Committee needs to make its decisions on what it wants to do and then hire consultants to determine costs and feasibility.
- Relative to FY 09 Cemetery Requests for Water Systems Rehab and Chapel Repairs, the decision was made to move them further into the future, say FY 2015.
- The CPC questioned the need for more funds for Building C roof repairs. \$105k was approved in the FY08 Plan and \$150k was proposed for FY09. However, DPW stated that new cost estimates indicate that an additional \$70k is needed. This raises the FY09 planned request to \$230k instead of \$150k. John Bean cited the Spanish tile area as the reason.

The CPC would like more info on this. Is this a roof repair or a replacement, and if a replacement could alternative materials be used to reduced cost? The Subcommittee will transmit this question to John Bean.

- Relative to the Water / Sewer Enterprise Fund, the Subcommittee would like a copy of the fund's Five Year P & L statement. This is what they would provide to the Fincom, as well. Tony Lionetta noted that the annual sum requested for Water has been raised by \$300k to cover related roadway repairs. This is in addition to the \$850k for Roadway System improvements under the various roadway requests.

**6. Police Requests:** John FitzMaurice and Susan Mazzarella reported on Police Items. A written report was provided. Highlighted discussions/comments are as follows:

- There was discussion about the Radio Upgrade/Replacement Request and whether this is a capital or a maintenance costs. John was asked to request more detailed info from the Chief. This has been disallowed in prior years.
- On the Community Safety Building, the testing of the deck has not been done yet. This is being done to determine whether the deck can be repaired or replaced. If it has to be replaced, there will need to be discussion about who pays for the amenities on the deck. ( Housing or Police)
- On the Security System Request, more info was requested on what this proposed annual program involves, how many doors and how many will be done each year.

**7. Next Meeting:** The next meeting is scheduled for November 15, 2007 at **5PM**.

**8. Adjournment:** Meeting was adjourned.

